**Example Treasurer role description**

**Guidance note for recruiters:**

This template job description is designed to get you started, however you will need to edit and tailor the information to meet your own requirements. It suggests a suitable format which should capture all the key information you will need to provide the applicants with, in order for them to submit an application.

**ROLE DESCRIPTION**

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| **ROLE TITLE** | Charity Trustee/Honorary Treasurer | |
| **TEAM** | Board of Trustees | |
| **REPORTS TO** | N/A | |
| **POSTHOLDER** | TBC | |
| **SALARY SCALE** | Unpaid position | |
| **TIME COMMITMENT** | Board Meetings 4 times per annum, 2 annual events and preparation time.  In addition, you will work with the Head of Finance and Administration on an ad hoc basis, averaging up to half a day per quarter to: review the management accounts, liaise with the auditors and authorise payments.  Meetings usually held during the day. | |
| **RESPONSIBLE FOR** | | |
| N/A | | |
| **JOB PURPOSE** | | |
| You will play a very important role as a charity Trustee, in having independent control over, and legal responsibility for, the charity’s management and administration.  The specialist role of Treasurer specifically involves overseeing the financial affairs of the organisation and ensuring they are legal, constitutional and within accepted accounting practice. | | |
| **MAIN RESPONSIBILITIES** | | |
| 1. To ensure that the charity is carrying out the purposes for which it is set up, as set out in its governing document. This includes planning what the charity will achieve, being able to explain how these activities are intended to support its purposes and how they benefit the public. 2. To ensure that the charity complies with its governing document, charity law and any other laws which apply to the organisation. 3. To act in the charity’s best interests, making balanced and adequately informed decisions and to avoid putting yourself in a position where your duty to the organisation conflicts with your personal interests. 4. To act responsibly, reasonably and honestly, including ensuring that the charity’s assets are only used to support or carry out its purposes and that they comply with any restrictions on spending funds. 5. To ensure that you support the charity in complying with statutory accounting and reporting requirements. 6. To contribute actively to the board of trustees’ role in giving firm strategic direction to the organisation, setting overall policy, defining targets and evaluating performance against these. 7. To scrutinise board papers in advance and be a proactive and engaged member of Board meetings. 8. To focus on key issues and provide additional advice and input to operational work as requested by the Chief Executive. To provide guidance using previous experience and expertise on a range of aspects of Organisation’s business, including support to set up new initiatives. 9. To safeguard the good name and values of the organisation. 10. To ensure the effective and efficient administration of the organisation. 11. To ensure the financial stability of the organisation. 12. To protect and manage the property of the charity and to ensure the proper investment of the charity’s funds. 13. To monitor the financial, strategic and operational performance of the organisation. 14. To promote equal opportunities (in terms of race, religion, gender, sexual orientation, disability and other forms of discrimination) through all aspects of work. 15. To embrace and embody the organisation's values.   **ADDITIONAL TREASURER DUTIES:**   1. To ensure the charity keeps proper accounting records and that effective financial procedures and controls are in place. 2. To act as a counter signatory on cheques and applications to funders. 3. To monitor the financial administration of the charity and reporting to the board of trustees, in compliance with the governing document. 4. To review the charity’s financial performance. 5. To help draw up and review policies for finance and investment. 6. To work together with the organisation’s Finance Manager and with the charity’s independent auditors to ensure the financial viability of the organisation. 7. To ensure the timely production of necessary financial reports/returns, annual budgets, accounts and audits and report this information to members at the AGM. 8. To make fellow Trustees aware of their financial obligations and take a lead in interpreting financial data to them. 9. To ensure the charity’s financial risk-assessment process is followed. 10. To advise on the financial implications of the charity’s strategic plan. | | |
| **QUALIFICATIONS** | | |
| **Essential**  Educated to GCSE level standard or equivalent, with a minimum of five GCSEs at Grade 4 (formerly Grade C) or above, including Maths and English.  **Desirable**  Accountancy qualification. | | |
| **KNOWLEDGE, SKILLS AND EXPERIENCE** | | |
| **Please refer to Appendix A for National Occupational Standards for Trustees** | | |
| **Essential** | | **Assessment** |
| 1. An ability to demonstrate commitment to the principles of being a Trustee as per Charity Commission guidelines. | | Application letter/ Interview |
| 1. A willingness to support our commitment to the principles of equal rights and opportunities. | | Application letter / Interview |
| 1. To be able to demonstrate an understanding of charity law and to accept legal duties. | | Application letter / Interview |
| 1. Experience of good governance and risk management processes, or the willingness to attend training to develop these skills. | | Application letter / Interview |
| 1. Confidence and willingness to express your own opinion in order to drive forward the organisation’s aim and objectives. | | Application letter / Interview |
| 1. An understanding of accounting regulations and best practice in financial procedures. | | Application letter / Interview |
| 1. Experience of maintaining accounting records, reviewing financial performance and reporting on this to fellow board members, charity members and staff. | | Application letter / Interview |
| 1. Experience of producing financial reports/returns, annual budgets, accounts and audit information. | | Application letter / Interview |
| **Desirable**  *Please evidence at least one of these criteria on your application letter.* | | **Assessment** |
| 1. An ability to be politically astute, but non-partisan and can demonstrate useful connections at local, sub regional, regional and national levels. | | Application letter / Interview |
| 1. Experience of working in the community or voluntary sector or knowledge of rural affairs, policy issues and an understanding of issues facing rural communities. | | Application letter / Interview |
| 1. Experience of monitoring and evaluating organisational performance. | | Application letter / Interview |
| 1. Experience of income generation. | | Application letter / Interview |
| 1. Experience of charity accounting practices. | | Application letter / Interview |
| **OTHER** | | |
| Driving Licence Preferred but not required.  Travel Occasional travel across North Yorkshire.  DBS Check This is a requirement of this post. | | |

**Appendix A**

**Trustee Core qualities 1- 9 National Occupational standards for trustees**

These core qualities are the recommended standards for trustees. As a trustee, these nine competences are the minimum standard expected and, if appointed, the expectation is that trustees understand and work towards these at all times.

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| 1. A desire to commit to the purpose, objects and values of the organisation. |
| 1. An ability to be constructive about other trustees’ opinions in discussions, and to staff members’ contributions at meetings. |
| 1. An ability to act reasonably and responsibly when undertaking duties and performing tasks. |
| 1. To be able to maintain confidentiality on sensitive and confidential information. |
| 1. An ability to be supportive of the values (and ethics) of the organisation. |
| 1. To be able to demonstrate an understanding of the importance and purpose of meetings, and be committed to preparing for them adequately and attending regularly. |
| 1. An ability to analyse information and challenge when necessary. |
| 1. To be able to make collective decisions and stand by them. |
| 1. An ability to respect boundaries between executive and governance functions. |